

A regular meeting of the Municipal Civil Service Commission convened on Monday, September 24, 2001, with Priscilla R. Tyson, Douglas S. Morgan and Grady L. Pettigrew present.

* * *

RE: *Review and approval of the August 27, 2001, Regular Commission Meeting minutes.*

This item was deferred to later in today's meeting.

* * *

RE: *Review of the results of the pre-hearing conferences.*

No pre-hearing conference results were submitted this month.

* * *

RE: *Rule Revisions.*

No Rule revisions were submitted this month.

* * *

RE: *Request of appellant Steven R. Gibbs, Police Officer, to withdraw the appeal he filed with the Civil Service Commission on November 6, 2000 - Appeal Number 00-CA-0029.*

A motion was made, seconded and passed to approve Mr. Gibbs' request to withdraw his appeal.

* * *

RE: *Trial Board Recommendations.*

No Trial Board recommendations were submitted this month.

* * *

RE: *Request of the Columbus Public Schools to revise the specification for the classification Preventative Maintenance Worker (Class Code 472).*

PRESENT: Reamus Martin, Acting Director, Classified Personnel, Columbus Public Schools

Reamus Martin presented the request from the Columbus Public Schools to approve revisions to the specification for Preventative Maintenance Worker. This request was based on a detailed job analysis that indicated revisions to the definition and typical tasks were required so that the specification would more accurately reflect the work presently performed by incumbents in this classification.

* * *

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Electricity Distribution Assistant Manager with no revisions (Class Code 3581).*

* * *

RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Federal and State Programs Coordinator and amend Rule XI accordingly (Class Code 0790).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to abolish the specification for the classification Federal and State Programs Coordinator. There are currently no positions allocated to this classification, which was last revised in August of 1996. Most recently, there was one position allocated to this classification in the Finance Department. The duties and responsibilities of this position are more appropriately classified under the title Grants Management Coordinator, which was just created and waiting for salary assignment. With salary assigned, this position was reallocated to the Grant Management Coordinator class leaving the Federal and State Programs Coordinator classification vacant. It was, therefore, requested that the Federal and State Programs Coordinator be abolished as proposed.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker Supervisor I (Class Code 3557).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification Cable Worker Supervisor I as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in June of 1995.

The only revision requested was to the minimum qualifications section of the specification. Toxic materials once used in electric transformers and other electrical devices are no longer used per order of the Environmental Protection Agency. Positions classified as Cable Worker Supervisor I will no longer need a commercial motor vehicle operator's license with the hazardous materials endorsement; therefore it was recommended that that requirement be deleted from the minimum qualifications section of the specification.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Substation Maintenance Technician (Class Code 3595).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification Substation Maintenance Technician as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in June of 1995.

The only revision requested was to the minimum qualifications section of the specification. Toxic

Jeanne Landoll presented the Commission's request to revise the specification for the classification Development Rehabilitation Technician as part of the Commission's effort to update all classifications every five years. This classification was created in 1983. There are nine incumbents assigned to the Department of Development, Housing Division.

No revisions to the definition were recommended. Revisions to the examples of work section of the specification were recommended to better clarify the duties performed by incumbents. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately reflect the skills necessary to perform the tasks. It was recommended that the probationary period remain 270 days and that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor I, retitle it to read Income Tax Auditor and amend Rule XI accordingly (Class Code 0660).*

This item was deferred.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor II, retitle it to read Income Tax Auditor Supervisor and amend Rule XI accordingly (Class Code 0661).*

This item was deferred.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor Specialist (Class Code 0662).*

This item was deferred.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Assistant Administrator (Class Code 0225).*

This item was deferred.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Homemaker (Class Code 1625).*

This item was deferred.

* * *

Revisions to the knowledge, skills and abilities were requested to reflect the skill necessary to perform the duties and to eliminate redundancies. It was recommended that the probationary period remain at 365 days and that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Construction Inspector I (Civil) [Class Code 1019].*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Construction Inspector I (Civil) as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1965 and was last reviewed in 1996. There are 93 incumbents assigned to the Departments of Public Service, Public Utilities and Recreation and Parks.

No revisions were recommended to the definition, minimum qualifications, probationary period or examination type. Revisions to the examples of work were recommended to better clarify the duties performed by incumbents. Revision to the knowledge, skills and abilities were requested to reflect the knowledge and ability necessary to perform the tasks.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Drafter/CAD Operator (Class Code 1183).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Drafter/CAD Operator in response to the Civil Service Commission's objective to review all classifications every five years. This classification was last reviewed in September of 1999. There are currently 12 incumbents in this classification located in the Public Utilities and Public Service Departments.

No revisions to the definition were recommended. Revisions to the examples of work were requested to more accurately reflect the duties performed by incumbents, to more accurately reflect technological advances and to eliminate redundancies. Revisions to the knowledge, skills and abilities section were recommended to eliminate redundancies. No revisions were recommended to the minimum qualifications. It was recommended that the probationary period remain at 365 days and that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Inspector II (Class Code 1769).*

PRESENT: Ronald Jenkins, Personnel Analyst I

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Environmental Programs Specialist (Class Code 0768).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Environmental Programs Specialist as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in December of 1996. There are currently two incumbents assigned to this classification.

The request to revise the definition was to more accurately describe this position. Changes requested to the examples of work were made to more accurately reflect the duties performed by incumbents, to more accurately reflect technological advances and to eliminate redundancies. Possession of a valid motor vehicle operator's license was removed from the minimum qualifications section of the specification because it no longer represents a requirement of this job. Revisions were requested to the knowledge, skills and abilities section of the specification to more accurately reflect the duties performed by incumbents in this classification. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: *Residency Hearing Review: Daniel R. Vicha, Fire Lieutenant.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and advised that Daniel R. Vicha did not appear for his scheduled residency hearing and has not submitted the documentation required to ascertain that he is in compliance with the City's residency requirements. President Tyson advised that the Commissioners were in agreement that without the proper documentation the Commission could no longer certify his payroll. President Tyson asked Ms. Carter to advise Mr. Vicha in writing of this decision.

Note: Mr. Vicha appeared and documentation was provided after the meeting concluded.

* * *

RE: *Personnel Action.*

This item was deferred to later in today's meeting.

* * *

RE: *Administrative/Jurisdictional Reviews.*

This item was deferred to later in today's meeting.

* * *

RE: *Hearing on the merits of the appeal of Francisca Figueroa-Jackson, from the action of the Department of Public Safety, Division of Fire, suspending her for 240 duty hours from the position of Firefighter.*

The minutes were approved as written.

* * *

Re: *Personnel Action – Request of the Civil Service Commission staff to deem James Athey eligible for the Preferred Eligible List for the Inventory Control and Property Manager examination in accordance with Rule X(G)(1)(b) [Class Code 1335].*

A motion to approve the request was made, seconded and passed unanimously.

* * *

Re: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS*

Review of the appeal of Sheila J. Bowers regarding the rejection of her application for Intervention Aide at the Columbus Public Schools.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that it has no jurisdiction over the appeal filed by Ms. Bowers because it was filed too late. Therefore, the Commissioners decided to dismiss the appeal without a hearing.

Review of the appeal of Jermaine Mendoza regarding the rejection of his application for Recreation Playground Leader.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that no exceptions to the required minimum qualifications requirement can be made. The Commissioners therefore found no basis for taking any further action regarding Mr. Mendoza's appeal and dismissed it without a hearing.

* * *

RE: *BACKGROUND ADMINISTRATIVE REVIEWS.*

Background Administrative Reviews

August 16, 2001

Gary D. West	Police Officer	01-BR-080
Francis E. Dibenedetto	Police Officer	01-BR-081
Victor P. Casasanta	Police Officer	01-BR-082

The Commissioners reviewed the files of Francis Dibenedetto and Victor Casasanta and decided their names would not be reinstated to the police officer eligible list. After reviewing Gary West's file, the Commissioners decided his name would be reinstated to the police officer eligible list.

Background Administrative Reviews

September 13, 2001

George R. Martin	Police Officer	01-BR-068
Craig R. Goodman	Police Officer	01-BR-084
Richard W. Pollino	Police Officer	01-BR-085
Jesse L. Brown	Firefighter	01-BR-086
Sean P. Marenkovic	Police Officer	01-BR-087

After reviewing the files for George Martin, Craig Goodman and Sean Marenkovic, the

Police Officer Applicants
Removed During the Prescreening Process

Ray Myers	Traffic (E.5)
James A. Phipps	Traffic (E.2/E.5)
Kerry Stringer	Traffic (E.2)

The Commissioners reviewed the files of three police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to violations of the background standards for police officers during the pre-screening process.

The Commissioners decided Ray Myers' application would be accepted and he would be permitted to take the police officer test. The Commissioners also decided that James A. Phipps' and Kerry Stringer' s applications would not be accepted and they would not be permitted to take the police officer test.

* * *

Background Administrative Review for Mark J. Ulloa.

The Commissioners reviewed the documentation submitted by Mark Ulloa to refute the information that caused his application to be rejected for the Police Officer examination. As a result of their review, the Commission granted Mr. Ulloa' s request for restoration of his name to the test process.

* * *

The Commission adjourned its meeting at 2:05 p.m.

* * *

Priscilla R. Tyson, Commission President

October 29, 2001

Date